

PURCHASE SECTION REPORT
For Week of 8 - 14 January 1953

1. <u>Requisitions</u>	<u>No.</u>	<u>Dollar Value</u>
Received during week	177	
Carried Over	252	
Total	429	
 Pending bids, clearance	153 (Est)	\$27,338.00
Without Action	87 (Est)	36,801.00
Total	240 (Est)	\$64,139.00
 Completed during week	189	

2. <u>Purchases</u>		
Purchase Orders Issued	268	\$145,696.25

3. <u>Backlog of Typing</u>		
Purchase Orders	65	
Invitations to Bid	5	
Correspondence	4	
Total	74	

Breakdown of Pending Business*

		<u>Dollar Value (Est)</u>
A. With Action: Pending bids, clearance etc.		
1. Held less than 30 days	146	\$26,613.00
2. Held more than 30 days	7	725.00
Total	153	\$27,338.00
 B. Without Action:		
1. Held less than 30 days	87	\$36,801.00
2. Held more than 30 days	--	---
Total	87	\$36,801.00
 C. Total Business Pending	240	\$64,139.00

*Details for each Purchasing Agent are in Purchase Section

Total Overtime: 26 Hours